

## **GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for developing and maintaining a geographic information system database. Working under general supervision, the incumbent will develop a GIS database system relating to the physical and cultural environment of Sullivan County and local government entities. Supervision is not a responsibility of this position; does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Participates in the development of GIS databases and related graphic products concerning population distribution, housing, industry, employment, schools, recreation, and the natural resources;

Assists in the preparation of reports and memoranda on particular GIS and planning studies including statistical analyses, maps, graphs, tables, etc.;

Performs digitizing functions by either manually inputting map coordinates from paper and mylar map records or by operating scanning equipment;

Receives and responds to requests for GIS database development support and assisting in user interface development; routes more complex inquires to supervisor for direction or resolution;

Assist in revising existing systems to integrate with the central GIS database;

Collects and assembles data from other County agencies and local governments concerning the development of digital data which can be integrated into the central County GIS database.

Participates in staff meetings for the purposes of work review, planning of projects, and to keep abreast of departmental operations.

## **GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN**

### **Page 2**

#### FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the general principles and techniques of Geographic Information System (GIS) as applicable to County, municipal, and regional planning; knowledge of the general principles and techniques used in County, municipal, and regional planning; familiarity with the basic principles of MS-DOS operating system; ability to work independently on specific GIS database development efforts; ability to interpret statistical data on physical, economic and social phenomena in ways relevant to County, municipal and regional planning; ability to prepare and interpret data in a wide variety of digital formats; ability to reason logically, both inductively and deductively; ability to express oneself effectively, both orally and in writing; ability to learn the use of a desk computer in statistical and planning work; resourcefulness; tact; good judgment; and initiative.

#### MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's degree in city or regional planning, economics, landscape architecture, civil engineering, geography, information systems, or a related field; or
- (B) Possession of a Bachelor's degree in city or regional planning, economics, landscape architecture, civil engineering, geography, information systems, or a related area of planning and two (2) years of planning experience which must have included the application of automated information systems; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

## **GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN**

### **Page 3**

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

---

Y:\CLASPLAN\geographic information systems technician.doc

Last Reviewed: 02/12/98

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/9/2023

Revised and Replaced in Classplan: 4/8/2025 (Edu)